



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
ADMINISTRATIVE AND FINANCIAL SERVICES
SCHOOL FOOD SERVICES SECTION
FREE AND REDUCED PRICE APPLICATION VERIFICATION SUMMARY

LEA NAME:

AGREEMENT NUMBER

A. How were the applications to be verified selected?

☐

Random Sample

☐

100% Verified

☐

Focused Sample

☐

Other (specify) _____

B. By what date was the verification process completed?

C. How many approved free and reduced price
eligible applications were on file October 31?

D. How many applications were verified?

E. Percent of applications verified (D divided by C).

F. Of the households that submitted documentation of income,
how many changed from:

1) free eligible to reduced price eligible?

2) free eligible to full price?

3) reduced price eligible to full price?

4) reduced price eligible to free eligible?

G. Number of households that did not submit documentation
of income and status was changed to full price.

Signature _____
(Authorized Representative)

Retain a copy on file and submit original to:

Department of Elementary and Secondary Education
School Food Services Section
P.O. Box 480
Jefferson City, MO 65102

For additional information or questions, contact:

School Food Services Section

Phone #: 573-751-3526

Fax #: 573-526-3897

VERIFICATION SUMMARY

The following is a brief summary of the verification requirements and the approved sample selection methods.

Note: Students who have been approved for free meals through the direct certification process are not to be included in the verification procedure.

- Sample Date - Final verification sample size is based on approved applications on file as of October 31 of each school year. An application is counted as one application regardless of whether it is a multi-child application or an application for one child. The sample size depends on the number of paper applications, not the number of children represented. Sample selection and verification may begin earlier based on projections done by school officials.
- Sample Method - Each Local Education Agency must select one of the following methods to satisfy the verification requirement:
 - Random Sample - At least 3% of approved applications selected randomly (round all decimals up); or
 - Focused Sample* - At least 1% of total approved applications selected from non-Food Stamp/Temporary Assistance households with income near the eligibility levels, plus .5% (1/2%) of the total number of applications that were approved based on categorical eligibility, selected from applications with a Food Stamp or Temporary Assistance number (round all decimals up); or
 - 100% Verification - LEAs may elect to verify all approved applications.
- Sample Size - Note: If using Direct Certification process, do not include numbers of children certified under direct certification procedures in sample size.
- Notification - Households selected for verification must be given written notice.
- Completion date - All verification activity must be completed by December 15 of each school year.
- Documentation - Document the verification results by completing the verification documentation form on the back of this sheet.
- Focused Sampling could be accomplished as follows, using for this example a LEA with 900 approved applications which includes 600 Food Stamp/Temporary Assistance households:
 1. Count all approved applications, including Food Stamp/Temporary Assistance households, to determine the number required to fill the 1% non-Food Stamp/Temporary Assistance sample size. ($1\% \times 900 = 9$)
 2. Separate applications into two groups, non-Food Stamp/Temporary Assistance and Food Stamp/Temporary Assistance households.
 3. From the non-Food Stamp/Temporary Assistance group, randomly select the sample of households (9) from households that report monthly income within \$100 below the income eligibility limit and proceed to verify their income.
 4. From the Food Stamp/Temporary Assistance group determine the number required to fill the .5% sample size. ($.5\% \times 600 = 3$)
 5. Submit a list of the selected names (3) and case numbers to the Food Stamp/Temporary Assistance office for confirmation of current receipt of Food Stamp/Temporary Assistance or request a current "Notice of Eligibility" from the household.